

# Wisconsin Department of Regulation & Licensing

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## PHARMACY EXAMINING BOARD

### PHARMACY VARIANCE REQUEST INFORMATION SHEET

To request a variance with the state of Wisconsin Pharmacy Examining Board please submit the following **in writing** to, The Department of Regulation and Licensing, Pharmacy Examining Board, PO Box 8935, Madison WI, 54308-8935.

Please be advised that all variance requests must be submitted and approved by the board at their monthly meetings and this may take an extended period of time for approval. Please submit requests **in advance** to ensure no further delays.

1. Submit the pharmacy's DBA name, location and license number.
2. Provide a contact person with a phone number if the board has further questions.
3. Indicate the specific administrative rule and variance requested.  
*Note- A variance may only be granted if it is authorized in the rule.*
4. Explain why the variance is necessary and specifically indicate how the requested activity or practice will differ from what is authorized by the rule.
  - a. For each specific activity or practice involved indicate the specific rule for which a variance is being sought, and the authority which authorizes the variance.
  - b. Specifically identify how the proposed variance will meet professional standards for patient safety and confidentiality, including specifically each step in the prescription order handling/dispensing process to address: security, work flow delineation and accountability and pharmacist supervision over each step in the process.
5. All variance requests should be submitted to the board at least 2 weeks prior to the next regularly scheduled board meeting in order to be placed on the agenda for that meeting. Call the department for information regarding the dates of regularly scheduled board meetings.

*Note - A variance that is granted by the board is only valid for the specific licensed pharmacy location to which the variance applies and for the specific acts to which the variance applies at that location. If any specific act or practice for which a variance was granted is subsequently discontinued the board must be notified in order that the variance can be rescinded for that specific licensed pharmacy location.*

*If any specific act or practice for which a variance was granted is subsequently proposed to be modified the board must be notified first and a new variance obtained for that modified act or practice.*